



USAID | SOUTH SUDAN

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ANNOUNCEMENT NO: VA-13-05(Juba)

- OPEN TO:** All interested and qualified South Sudanese.
Current mission employees serving a probationary period are not eligible to apply.
- POSITION:** Project Management Specialist - Education
- OPENING DATE:** Tuesday, May 07, 2013
- CLOSING DATE:** Friday, May 31, 2013; 4:30 p.m.
- WORK HOURS:** Full-time; 40 hours/week
- POSITION GRADE:** FSN-9. Although the position is classified at the FSN-10 level, due to mandatory training, and understanding of specific regulations required for this position to perform at the full performance level, the incumbent selected will be hired at the FSN-9 level. Promotion to the position grade will depend upon the successful completion of the trainings and performing at the full performance level.

The United States Agency for International Development (USAID) South Sudan is seeking applications for the position of Project Management Specialist in the Education Office.

JOB SUMMARY

The incumbent serves as Project Manager for selected Education sector activities in the Mission's \$40 million per year education sector program. Interfaces with implementing partners, key state level Ministry of General Education and Instruction (MOGEI) officials and other education stakeholders. S/he facilitates stakeholders' understanding of recent trends and key constraints to education system development in South Sudan and advises senior Education and Program Office staff accordingly. Participates as a member of the USAID Education Team and relevant NGOs and donors, as well as the Education Cluster. Provides technical advice and expertise on aspects of formal and non-formal education projects relevant to Mission and Agency plans.

MAJOR RESPONSIBILITIES

1. Participate in the planning, design, management and monitoring of the Mission's new initiatives in the field of education. Prepare statements of work and other required technical materials for any solicitation for assistance and/or acquisition for the sector. Participate in selection processes.
2. Serve as Activity Manager for \$90-105 million education project. In this capacity, the incumbent will prepare project implementation documents, coordinate project activities with relevant ministries and South Sudanese organizations and manage all USAID inputs for successful implementation of project(s). She/he will provide oversight for implementation of all

education and NGO activities in the sector including management of implementer team (s), project consultants, and NGO sub-grants to ensure that project activities are implemented according to approved work plans.

3. Conduct site visits, review reports and perform assessments to monitor program progress, contractor and NGO performance in the implementation of activities.
4. Provide technical advice and recommendations to the Mission, State Ministries of Education, and partner organizations for revisions or adjustments to activities in order to increase program effectiveness.
5. Continually assess developments and trends in the education field, including policies, programs, data, and activities in public, private and NGO sectors in South Sudan for their impact on USAID assisted projects and make recommendations as appropriate to Mission management.
6. Assist with the development of required reports for internal USAID purposes (Operational Plan, Performance Plan and Report, mission and sectoral portfolio reviews, briefings/talking points for high level visits).
7. Collaborate with other organizations in the education sector and/or organizations that deal with NGOs to ensure synergy of program activities and to work together to promote education programs.

EDUCATION (10): Minimum of a bachelor's degree is required. Master's degree preferably in Education, Development Studies, Economics, a Social Science, Business or Public Administration, is desired.

EXPERIENCE (20): A minimum of five years of progressively increasing experience in program related work, which included analyzing problems, working with teams to develop solutions, writing analytical reports, and using empirical data to improve effectiveness of the work product is required.

LANGUAGE (10): Level 4 (fluent) in spoken and written English. However, due to the geographical location of the program, the Dinka language will be an added advantage.

KNOWLEDGE, SKILLS AND ABILITIES (60): A solid knowledge of basic development principles, program and project development, management, and analytical skills to assess activity feasibility required. Relevance of prior experience to that in the position description, procedures and directives related to strategic development, programming, project development, approval, implementation, results review, performance monitoring, evaluation and activity desired. A solid knowledge of the education sector in South Sudan is necessary. The potential to acquire familiarity with United States Government (USG) development assistance legislation, policies, and procedures. Ability to analyze programming issues and to develop a way to solve them. Excellent English language writing and speaking ability. Good interpersonal skills, including an ability to work as a member of a team, build consensus, provide leadership, and effectively coordinate with internal and external stakeholders in a multi-cultural setting. Ability to organize work, plan schedules, and meet deadlines. Excellent computer skills especially are required, including Excel. Candidate must demonstrate excellent writing abilities to be able to produce documents for use in a public forum.

COMPENSATION PACKAGE

Position Grade Level: FSN-9. Starting salary and grade will be determined on the basis of qualifications, work experience, and/or previous/current salary history. The salary range for this position is \$17,903 - \$26,855. In addition there are various allowances amounting to approximately 35% of the salary. For this position the allowance range is \$6,266.05 - \$9,399.25 as per the current U.S. Government Local Compensation Plan for South Sudan.

HOW TO APPLY

Applicants are required to submit an application package on the Employment Application Form along with a cover letter of interest, which clearly describes individual's qualifications for this position, and their CV to USAID by email to: jubahr@usaid.gov OR deliver one copy to: USAID/South Sudan, Juba. Applications box is outside Consular Entrance. The DS-174 form is available on the US Embassy web site:

http://southsudan.usembassy.gov/job_vacancies.html

Required Documents

1. Cover Letter of Interest (including vacancy # of the position)
2. An up-to-date Resume/C.V.
3. USAID Application Form (to be filled out completely)

Note:

- Only short-listed candidates will be notified
- This vacancy is only open to nationals of South Sudan
- Application submissions without the required USAID Employment Forms and supporting documents will not be considered
- No in-person appointments or telephone calls will be entertained
- In-house candidates must apply through their supervisors

A strong and clear cover letter expressing reason for interest in the position and describing candidate's qualifications and contributions which they can provide to USAID operations are required. The successful applicant must be able to obtain and retain the required USG medical and security clearances. Applicants who do not provide the required documents stated above shall not be considered. Closing date for submission of applications is Friday, **May 31, 2013, at 4:30 p.m.** Juba, South Sudan time. Please note that only short-listed candidates will be contacted for an interview.

It is the policy of the United States government to ensure equal employment to all persons without regard to race, color, religion, sex, national origin, age, disability, or sexual orientation.

FEMALE CANDIDATES ARE ENCOURAGED TO APPLY